

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSOCIATE SUPERINTENDENT/CHIEF FINANCIAL AND BUSINESS OFFICER

SALARY SCHEDULE: ADMINISTRATIVE ASSOCIATE SUPERINTENDENT

COST CENTER: BUSINESS SUPPORT SERVICES (9025)

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Minimum of three (3) years experience in Business/Financial or Public Administration.
- (3) Broad experience in Budgetary, Fiscal Processes and Technology.

KNOWLEDGE, SKILLS AND ABILITIES:

Sound working knowledge of and passion for education. Knowledge of organizational structures which promote student achievement, through a clear understanding of the district's overall mission. Knowledge of budget and finance procedures and practices. Knowledge of all laws, regulations and policies governing the use of and accountability of public funds. Working understanding of capital outlay funds, construction and facilities maintenance. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Technology expertise.

REPORTS TO:

Superintendent

JOB GOAL

Lead the district in the development of systems that support the management and effective use of all fiscal, organizational and informational assets, at minimal cost, while improving performance and accountability and promoting a high level of customer satisfaction.

SUPERVISES:

Executive Director, Human Resources
 Executive Director, Financial Services
 Executive Director, School Support Operations
 Director, Materials Management
 Director, Food and Nutrition Services
 Supervisor, Telecommunication and Network Systems
 Executive Administrative Officer

PERFORMANCE RESPONSIBILITIES:

- * (1) Understanding organizational structures that promote efficient/effective use of revenue sources.
- * (2) Demonstrate fiscal responsibility with limited money while increasing revenue generating possibilities.
- * (3) Develop organizational structures which are cost effective while promoting a strong customer service orientation.
- * (4) Effectively communicates the financial infrastructure of the school board to all stakeholders, i.e. parents/staff/community members/business leaders.
- * (5) Institutionalize a program which holds all staff members accountable for the financial well-being of the school district.
- * (6) Advise Superintendent on fiscal, organizational and personnel matters and formulate management strategies as needed for policy decisions.

ASSOCIATE SUPERINTENDENT/CHIEF FINANCIAL AND BUSINESS OFFICER (Continued)

- * (7) Provide information and insight to elected School Board members as needed.
- * (8) Counsel department and school leaders regarding administrative solutions related to facilities, construction, information technology, budget and finance, procurement, pupil transportation, food / nutrition services, space planning and development and inter-governmental relations.
- * (9) Provide recommendations to the Superintendent regarding employee hiring, promotions and disciplinary actions.
- * (10) Provide recommendations to the Superintendent regarding internal controls, procedures and policies that ensure District operations are functioning effectively and efficiently during the year.
- * (11) Provide strategic direction to eight (8) departments regarding performance, accountability and efficacy.
- * (12) Demonstrate leadership to the District by establishing high performance standards, recognizing staff contributions of value added effort, encouraging innovation and organizing our workplace assets to maximize the fun derived from working with diverse people dedicated to resolving school business management problems.
- * (13) Provide continuous communication and feedback to staff engaged in District work routines to enhance productivity and accountability.
- * (14) Provide support and encouragement to all employees to strengthen themselves through personal staff development activities.
- * (15) Expand collaborative management skills development within cost center head leadership group.
- * (16) Provide guidance and support to cost center heads engaged in activities to improve the quality, responsiveness and effectiveness of District services.
- * (17) Support staff efforts to simplify and reduce administrative procedures to the lowest degree necessary to maintain effective internal control and accountability.
- * (18) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (19) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (20) Respond to inquiries or concerns in a timely manner.
- * (21) Keep the Superintendent informed of potential problems or unusual events.
- * (22) Disseminate information and current research to appropriate personnel.
- * (23) Keep well informed about current trends and best practices in areas of responsibility.
- * (24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (25) Promote and support professional growth for self and others.
- * (26) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (27) Maintain a network of peer contacts through professional organizations.
- * (28) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (30) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (31) Serve on District, state or community councils or committees as assigned or appropriate.
- * (32) Represent, consistently, the District in a positive and professional manner.
- * (33) Provide leadership and direction for the assigned areas of responsibility.
- * (34) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (35) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (36) Assist in implementing the District's goals and strategic commitments.
- * (37) Exercise proactive leadership in promoting the vision and mission of the District.
- * (38) Provide oversight and direction for cooperative planning with other agencies.
- * (39) Set high standards and expectations for self and others.
- * (40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

ASSOCIATE SUPERINTENDENT/CHIEF FINANCIAL AND BUSINESS OFFICER (Continued)

- * (41) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (42) Facilitate problem solving by individuals or groups.
- (43) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(44) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities